

U.S. DEPARTMENT OF COMMERCE  
Economics and Statistics Administration  
U.S. CENSUS BUREAU



FORM  
**SA-42(MSBO)**  
(1-28-2004)

**DUE DATE**

## 2003 ANNUAL TRADE SURVEY MANUFACTURERS' SALES BRANCHES AND OFFICES

**NOTICE — Your response is required by law.** Title 13, United States Code, requires businesses and other organizations that receive this questionnaire to answer the questions and return the report to the U.S. Census Bureau. By the same law, **your report is confidential.** It may be seen only by persons sworn to uphold the confidentiality of Census Bureau information and may be used only for statistical purposes. Further, copies retained in respondents' files are **immune from legal process.**

**Any questions call 1-800-772-7851**

Return the completed report in the enclosed preaddressed envelope by the due date shown above. **PROMPT RETURN WILL RESULT IN CONSIDERABLE SAVINGS TO YOUR GOVERNMENT.**

**RETURN TO**

➡ U.S. CENSUS BUREAU  
1201 East 10th Street  
Jeffersonville, IN 47132-0001  
FAX 1-800-447-4613

(Please correct any error(s) in name, address, and ZIP Code)

**REPORTING INSTRUCTIONS**

- This report should cover ALL manufacturers' sales branches and offices in the United States whose payroll was reported on the Employer's Quarterly Federal Tax Return, Treasury form 941, **under the Employer Identification Number (EIN)** shown in the address label (or as corrected in item **8**).
- Report data "for calendar year(s) requested." If calendar year records are not available, data for the fiscal year will be acceptable. Indicate in the appropriate items the periods covered.
- For establishments sold or acquired during 2003, report data only for the period the establishments were operated by your firm.
- If book figures are not available, carefully prepared estimates for data items are acceptable for the statistical purposes of this survey. Be sure to complete every item. Enter "0" in items where appropriate.
- If estimates are used for any data items, please identify which question numbers contain estimates in item **9** "Remarks" section.
- Please explain any significant year-to-year data changes in item **9** "Remarks" section.

**1 ELIGIBILITY FOR THIS FORM**

**a. In 2003, did this firm or its parent, subsidiaries, or affiliates have any manufacturing or mining operations in the United States?**

☐ YES — Continue with **1b**.

☐ NO ➔ **Go to page 4.** Describe your type of business in item **9** "Remarks" section, then complete item **10** "Certification" and return this form in the enclosed envelope.

**b. In 2003, did this firm or its subsidiaries have any sales locations that sold (or distributed) products manufactured or mined in the United States either by this firm itself, or by a parent, subsidiary, or affiliated company?**

☐ YES — Continue with **2**.

☐ NO ➔ **Go to page 4.** Describe your type of business in item **9** "Remarks" section, then complete item **10** "Certification" and return this form in the enclosed envelope.

**2 NUMBER OF MANUFACTURERS' SALES BRANCHES AND OFFICES**

**What were the total numbers of sales branches and offices that met the criteria below on December 31, 2003 and 2002?** .....

**Include:**

- Sales locations where more than half of the goods sold consist of goods manufactured, assembled or mined in the United States by this firm itself or by a parent, subsidiary, or affiliated manufacturer or mine
- Sales locations that are co-located with manufacturing plants, but for which separate records are kept
- Sales locations located separately from a warehouse, manufacturing, or other operating location
- Sales locations regardless of whether they held inventory
- Centers where orders are taken or solicited, and offices of marketing or sales managers, for which records are kept separately from those of manufacturing plants

**Exclude:**

- Agents or brokers primarily selling goods on consignment
- Locations where more than half of the goods sold consist of goods manufactured outside the United States and/or goods purchased from other companies
- Manufacturing locations without separate sales personnel
- Locations selling directly to the general public

Number in 2003	Number in 2002
110	160

**NOTE:**

If you reported "0" for both years, please describe the sales locations owned by your firm and its subsidiaries in item 9 "Remarks" section. Complete item 10 "Certification" and return this form in the enclosed envelope.

**3 DOLLAR VOLUME OF BUSINESS**

► **NOTE:** Carefully prepared estimates are acceptable if book figures are not available.

**a. In 2003 and 2002, what were the total sales and other operating receipts for only the sales branches and offices reported in 2?** .....

• Include e-commerce sales reported in 4b.

• If sales are for a fiscal year, sales should represent 12 months of data and include at least 6 months of data from the reference year.

**INCLUDE**

- **All sales** of your sales branches and offices reported in 2 whether they are your own products or products sold at retail
- Gross value of sales made on a commission basis for non-affiliated firms
- Cash and credit sales of goods
- Receipts from freight, installations, maintenance, repairs, alterations, storage, and other such services
- Excise taxes (such as those on gasoline, liquor, and tobacco) which are levied on the manufacturer and included in the cost of goods

**EXCLUDE**

- Direct sales made by manufacturing plant personnel
- Foreign sales of goods that never entered the United States
- Commissions earned for the sale of products in the United States
- Inter-company transfers to other establishments in your firm
- Taxes (sales, excise, and other) collected directly from customers and paid directly to a Federal, State, or local tax agency
- Non-operating receipts (such as interest income, income from investments, and receipts from the rental or sale of real estate)
- Receipts from customers for carrying or other credit charges

**DEDUCT**

- Refunds and allowances for returned goods
- The actual value of rebates and discounts granted to the purchaser, even if granted as an increase in trade-in allowance

**b. Did more than 50% of the amounts reported in 3a represent products that were manufactured, assembled or mined in the United States by your company, its subsidiaries, or affiliates?** .....

2003  
600 1 ☐ YES  
2 ☐ NO

2002  
650 1 ☐ YES  
2 ☐ NO

**c. Did you report sales figures in 3a for periods that began on January 1 and ended on December 31?**

1 ☐ YES — Continue with 4 on the next page.

2 ☐ NO — **What are the beginning and ending dates for sales figures reported for 2003 and 2002?** .....

**Beginning dates**

**Ending dates**

2003			2002		
Month	Day	Year	Month	Day	Year
104			154		
105			155		

**4 E-COMMERCE**

a. Did the sales branches and offices reported in 2 have any e-commerce or Electronic Data Interchange (EDI) network sales during 2003?

E-commerce sales and/or receipts are sales of goods and services, where an order is placed by the buyer or price and terms of the sale are negotiated over an Internet, extranet, EDI network, electronic mail, or other online system. Payment may or may not be made online.

1 ☐ YES — Continue with 4b

2 ☐ NO — Go to 5

b. What were the total e-commerce and EDI network sales and/or receipts for 2003 and 2002 for the sales branches and offices reported in 2?

These amounts should equal the sum of 4b(1) and 4b(2) shown below.

Also include these amounts in item 5a.

(1) Did the sales branches and offices have Internet, extranet, electronic mail or other online system sales during 2003 and 2002? (Exclude EDI).

130 1 ☐ YES — What was the amount of those sales?

2 ☐ NO — Continue with 4b(2)

(2) Did the sales branches and offices reported in 2 have EDI network sales during 2003 and 2002?

131 1 ☐ YES — What was the amount of EDI network sales for these locations during 2003 and 2002?

2 ☐ NO — Continue with 5

**2003****2002**

\$ Bil.	Mil.	Thou.	Dol.	\$ Bil.	Mil.	Thou.	Dol.
113				163			
114				164			
115				165			

**5 MERCHANDISE INVENTORIES OF SALES BRANCHES ON DECEMBER 31, 2003 AND 2002**

a. What were the total cost or market values of all merchandise inventories for the sales branches and offices on December 31, 2003 and December 31, 2002 (OR the most recent dates available within six months of each of these dates)?

If all merchandise inventories were held by manufacturing plants, enter "0".

NOTE: For inventories at LIFO (last-in, first-out) cost, use the LIFO amount plus the LIFO reserve.

**INCLUDE**

- Merchandise owned by or assigned to the sales branches or offices reported in 2, wherever held
- Merchandise owned that is in transit
- Merchandise owned, but consigned to others

**EXCLUDE**

- Merchandise owned by your firm's manufacturing plants
- Merchandise held on consignment
- Fixtures, equipment, and supplies not for sale

**2003****2002**

\$ Bil.	Mil.	Thou.	Dol.	\$ Bil.	Mil.	Thou.	Dol.
200				250			

b. What are the dates for the inventory reported in 5a, IF they are OTHER than December 31?

**6 METHOD BY WHICH INVENTORY WAS VALUED**

a. Do the sales branches and offices value any inventory on a LIFO (last-in, first-out) basis?

305 1 ☐ YES — In what year did this firm begin using the LIFO method?

2 ☐ NO — Go to 6c below

**2003****2002**

Month	Day	Year	Month	Day	Year
203			253		

Year

Instructions: The following questions allocate the inventory total reported in 5a according to the methods requested below. The breakdowns must add up to the total.

b. What is the amount of total inventories reported in item 5a that is subject to LIFO costing, including LIFO reserve?

NOTE: The sum of items 6b(1) and 6b(2) should equal item 6b.

(1) What is the LIFO reserve value for inventories in 6b?

LIFO reserve is the DIFFERENCE between a given physical stock valued on a non-LIFO basis, for example, FIFO, and that same physical stock valued at LIFO (i.e., non-LIFO value MINUS LIFO value)

(2) What is the LIFO value of inventories in 6b excluding LIFO reserve?

c. What is the amount of total inventories in item 5a not subject to LIFO costing?

NOTE: The sum of items 6b and 6c should equal item 5a.

**2003****2002**

\$ Bil.	Mil.	Thou.	Dol.	\$ Bil.	Mil.	Thou.	Dol.
302				352			
301				351			
300				350			
303				353			

**7 OPERATING EXPENSES OF SALES BRANCHES AND OFFICES**

**What were the total operating expenses during 2003 and 2002 for only the sales branches and offices reported in 2?** .....

2003				2002			
\$ Bil.	Mil.	Thou.	Dol.	\$ Bil.	Mil.	Thou.	Dol.
500				550			

**INCLUDE**

- Annual payroll of sales branches and office personnel
- Fringe benefits and supplements to wages and salaries
- Liquor and tobacco tax stamps, taxes, and license fees
- Equipment which was expensed (rather than capitalized)
- Depreciation and amortization charges including depreciation charges on equipment obtained through a capital or full payout lease, or on equipment rented to others through an operating lease
- Lease and rental payments made for equipment leased under an operating lease
- Advertising services and expenses
- Commission paid to others
- Office supplies, postage, shipping and packing materials and expenses
- Legal services, data processing, and other contract work performed by others
- Utilities, telephone and other purchased communications services
- Other expenses such as insurance, storage, repair, bad debt theft, and damage losses
- Expenses of sales and manufacturers' representatives

**EXCLUDE**

- Operating expenses and payroll of manufacturing plants
- Purchases of goods for resale
- Income taxes
- Sales and other taxes collected directly from customers and paid directly to a Federal, State, or local agency
- Interest expenses
- Payments to, or withdrawals by, proprietors and partners of an unincorporated firm
- Lease payments for merchandise obtained through capital, finance, or full payout leases

**8 FEDERAL EMPLOYER IDENTIFICATION NUMBER**

**Is the Employer Identification Number (EIN) printed in the upper left corner of the address box the SAME as that used for this firm on its latest 2003 Employer's Quarterly Federal Tax Return, Treasury Form 941?**

020 1 ☐ YES — **GO to 9**

2 ☐ NO —> *Continue with 8a*

**a. What is the current EIN for this firm?** .....

021

		-							
--	--	---	--	--	--	--	--	--	--

Month  
022

Year

**b. When did you start reporting payroll under this EIN?** .....

**9 Remarks – Please use this space to clarify your responses or to indicate where data was estimated.**

962

**CENSUS USE**

961

**10 CERTIFICATION** — This report is substantially accurate and has been prepared in accordance with instructions.

Name of person to contact regarding this report  
(Please print)  
950

Address (Number and street, city, State, ZIP Code)  
951

954 Telephone

Area code Number Extension

Signature of authorized person

Title  
952

Date  
953

955 Fax number

Area code Number

957 e-mail address

956 Internet address (firm's homepage)

http://

Public reporting burden for this collection of information is estimated to average 27 minutes per response, including the time for assembling data from existing records and completing the form. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to: Paperwork Project 0607-0195, U.S. Census Bureau, 4700 Silver Hill Road, Stop 1500, Washington, DC 20233-1500. You may e-mail comments to Paperwork@census.gov; use "Paperwork Project 0607-0195" as the subject. **PLEASE INCLUDE FORM NAME AND NUMBER IN ALL CORRESPONDENCE.** Respondents are not required to respond to any information collection unless it displays a valid approval number from the Office of Management and Budget. This 8-digit number appears in the top right corner of this form.